

# **Fare Subsidy System Frequently Asked Questions (FAQ)**

(December 5, 2007)

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## **Who is eligible for The Fare Subsidy Program?**

Civil Service personnel who use public transportation as their primary means of transportation to and from work are eligible, providing they are not also listed as a carpool participant or holder of a motor vehicle parking permit at NASA headquarters. This includes those who commute via metro, rail, Metro bus or private commuter bus.

Eligible employees must be using one of the following means of transportation to and from work for a total of 10 workdays during the month for which the subsidy is given:

1. Any public bus or rail transit system, whether or not publicly owned.
2. Any highway vehicle that:
  - (a) seats at least six adults (not including the driver);
  - (b) at least 80% of the mileage is used to transport employees between their homes and their workplace
  - (c) transports employees in at least 1/2 of its seating capacity
  - (d) is provided by any person in the business of transporting persons for compensation or hire.

An employee who is receiving another form of transportation subsidy, such as subsidized parking at NASA Headquarters or any other Federal Agency's garage, is not eligible to receive the fare subsidy.

## **How much is the subsidy offered for taking public transportation?**

Federal legislation allows employers to offer their employees public mass transportation benefits of up to \$110 maximum per month. NASA HQ uses the Smart Benefits program that was

established through Metro. Rates are determined by individual commuting cost, up to a maximum of \$110 per month.

## How do I apply for the fare subsidy?

- 1) Go to <http://www.hq.nasa.gov/faresubsidy> and click on the PFSS Application button.
- 2) Click on the **Start Application** button.
- 3) Click on the radio button next to **Fare Subsidy Application**.
- 4) Enter your first and last name, and then click **Continue**.
- 5) Look for your name in the list that is displayed, and then click on your name.
- 6) Fill out any missing information in your profile, then click **Continue**.
- 7) Enter requested information on the application screen, then click **Continue**.
- 8) Print your completed application using your browser's print icon, or choosing **Print** from the *File* menu of your browser.
- 9) Sign the printed form.
- 10) Click on **Submit** to send your request to the Parking Permit Manager.
- 11) Deliver your completed application form to the Parking Permit and Fare Subsidy office, located in 1B71, on the 1<sup>st</sup> floor, across from the Credit Union.

## May I transfer or share my subsidy benefit?

No. The subsidy is to be used only by the employee who received the fare and is not transferable.

## How do I pick up my fare subsidy benefit?

With a SmarTrip card the full amount of the subsidy is electronically loaded on the first day of each calendar month. Those who do not use the SmarTrip card will receive a reminder e-mail as the reimbursement data approaches, and should visit Headquarters Facilities and Administrative Services Division to pick-up their subsidy benefit check.

## Who can provide me with more information?

**HQ Fare Subsidy Coordinator:**  
Rose Butler, 358-0184

**Colonial Parking Garage Manager:**  
Elena Weston, 358-2415

**HQ Transportation Officer:**  
Clinton J. Green, 358-0825